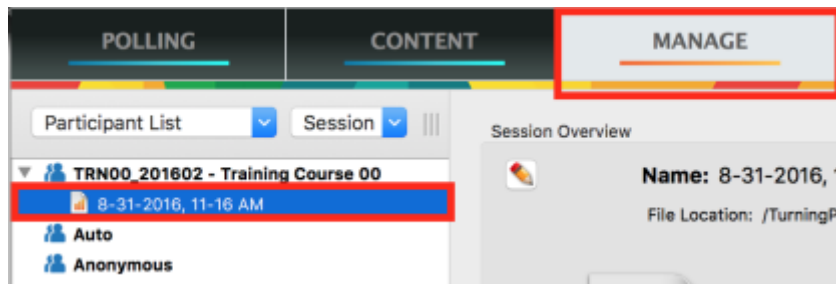
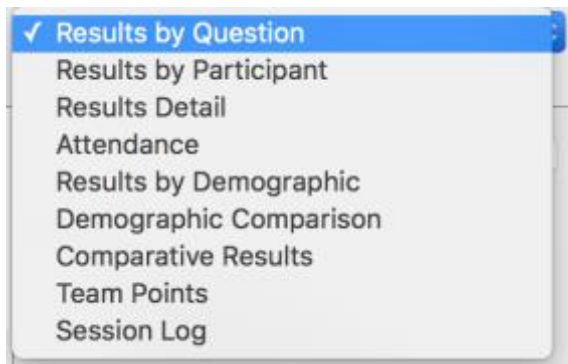


## Accessing Reports in TurningPoint


- 1) After completing a TurningPoint polling session, save the session to your computer or a flash drive. The file name will look *similar*to: **8-31-2016, 11-16 AM**.
- 2) Upon returning to the TurningPoint dashboard, click to highlight the session name, then click the **Manage**.



- 3) Click the **Reports** button at the bottom right of the dashboard.



- 4) There are various report types that can be viewed and exported to Excel. Choose the type you want to view.

- 5) To export the report as an excel file, click **Export**  and choose **Excel**. Follow the prompts to save the it to your computer.

